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**APPROVED**  
10.7.2014

LIBRARY TRUSTEE MEETING  
SEPTEMBER 16, 2014  
5:30PM

Present: Paula Dowd, Chair, Ed Vitone, Margaret Donovan, Paula St Laurent-Kuehl, Maggie Whitney and Mary Calandrella

Paula Dowd opened the meeting at 5:30pm

Motion by Ed Vitone to approve the September 16, 2014 agenda, 2<sup>nd</sup> by Paula Kuehl, vote was unanimous.

Paula discussed the warrant article. Ed Vitone stated that he had spoken to Bill Johnson from the Advisory board on the topic of sick time buy back liabilities. Bill told Ed that Doug Briggs and the Advisory board will be putting a warrant together for such liabilities to cover all potential personnel sick time for all town employees. Ed states that no action is needed at this time by the Library Trustees on this matter.

Margaret gave her secretary report and noted that Keith Penniman received a memo from Barbara Brown stating that he was only considered a 20 hours per week/40 hours bi-weekly employee. Margaret states that he works on average 26 hours per week. Margaret states that in October 2012 his hours were up from 20 to 26 per week. Margaret believes that documentation to back up this increase in hours maybe locked in the director's room. Ed told Margaret and Paula to call the Chief of Police and arrange a time to enter the room to search for documents. Margaret states that Keith was upset over this memo as it directly effects his personal time, sick and vacation time. Keith is a very valuable employee to the library and Margaret and Paula Dowd are upset on the way this memo was drafted and delivered. Paula Dowd will see Doug on this matter tomorrow.

Motion by Ed Vitone, if no official documents are found on the increase in hours for Keith Penniman the board votes to increase Keith Penniman's hours to reflect 26 hours per week or 52hrs biweekly, 2<sup>nd</sup> Margaret Donovan, vote was unanimous.

Motion by Margaret Donovan if monies are not found to be allocated in the FY15 budget for Keith Penniman's increase in hours the board votes to use state aid funds to cover the increase, 2<sup>nd</sup> Ed Vitone. Vote was unanimous.

Motion by Margaret to adjourn at 5:50pm, 2<sup>nd</sup> by Ed Vitone, votes was unanimous.

Respectfully submitted by: *Mary Calandrella*